

UNIVERSITI KEBANGSAAN MALAYSIA

Manual Microsoft Outlook 2010 (IMAP)

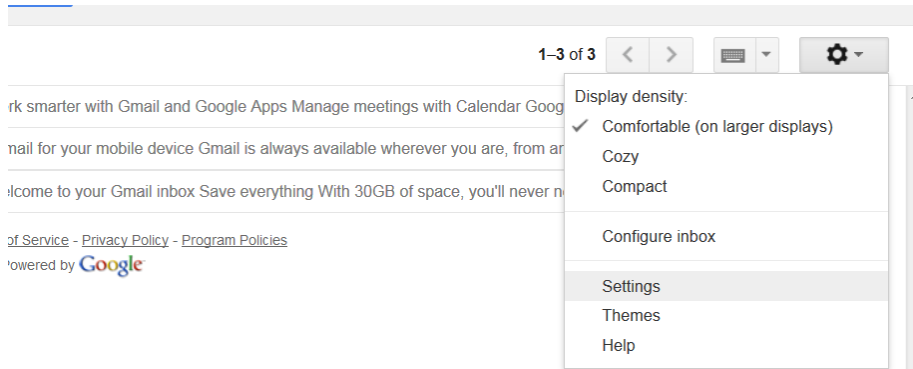
ukm.edu.my

Pusat Teknologi Maklumat

Setting E-Mel ukm.edu.my Di Microsoft Outlook 2010

A. Enable IMAP di Gmail.

1. Login di <http://mail.ukm.edu.my>
2. Klik pada panel **Setting**



3. Klik pada tab **Forwarding and POP/IMAP tab** and pilih butang **Enable IMAP** dan klik butang **Save Changes**.

Settings

General Labels Inbox Accounts Filters **Forwarding and POP/IMAP** Chat Labs Offline Themes

Forwarding:
[Learn more](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. Status: POP is disabled
 Enable POP for **all mail**
 Enable POP for **mail that arrives from now on**

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

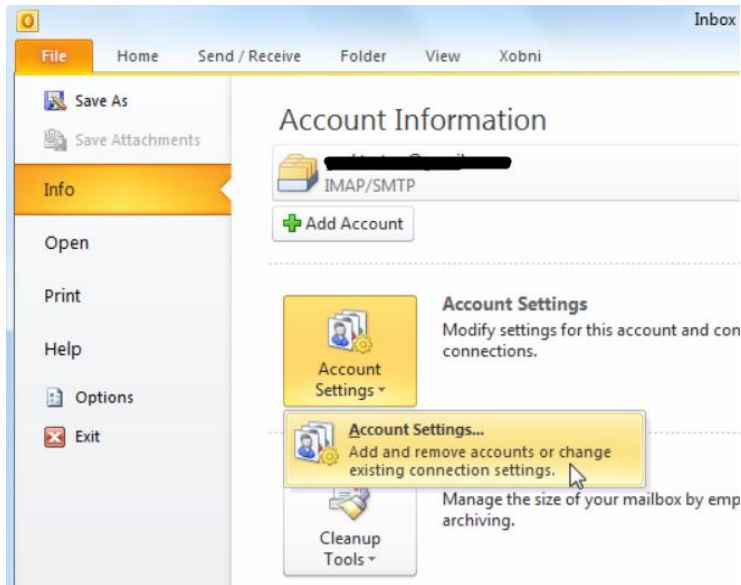
IMAP Access:
(access Universiti Kebangsaan Malaysia Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled
 Enable IMAP
 Disable IMAP

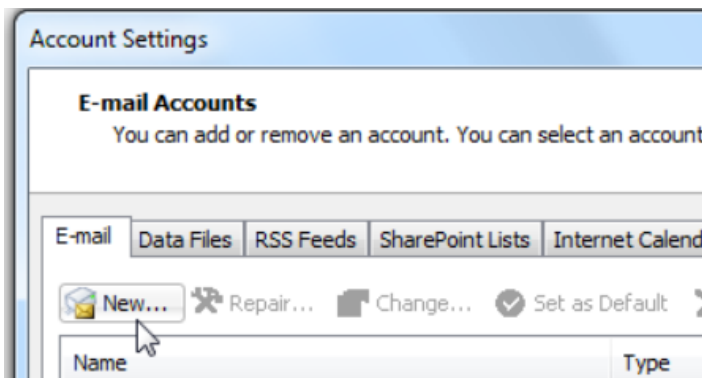
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B. Setting di Microsoft Outlook 2010.

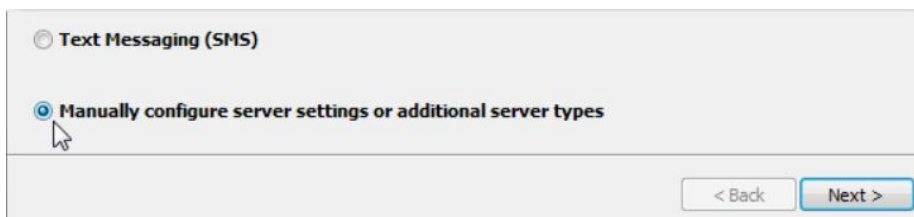
1. Buka Microsoft Outlook 2010.
2. Klik pada tab File → Info → Account Settings



3. Dipaparan **Account Setting** klik butang **New**.



4. Pilih butang **Manually configure server settings or additional server types** dan klik **Next**.



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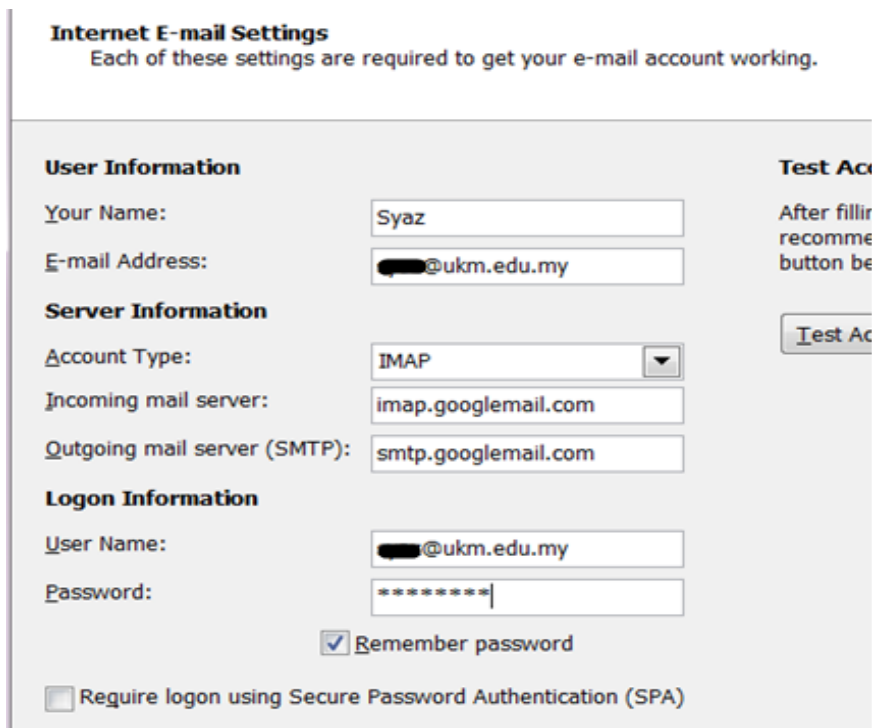
5. Pilih **Internet E-mail** – Connect to POP or IMAP server to send and receive e-mail messages.



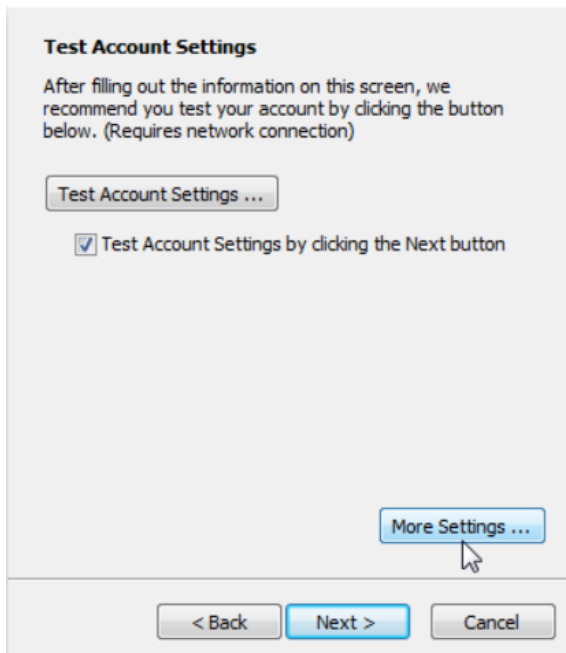
6. Anda perlu memasukkan maklumat secara manual seperti berikut:-

- Account Type: IMAP
- Incoming mail server: imap.googlemail.com
- Outgoing mail server (SMTP): smtp.googlemail.com

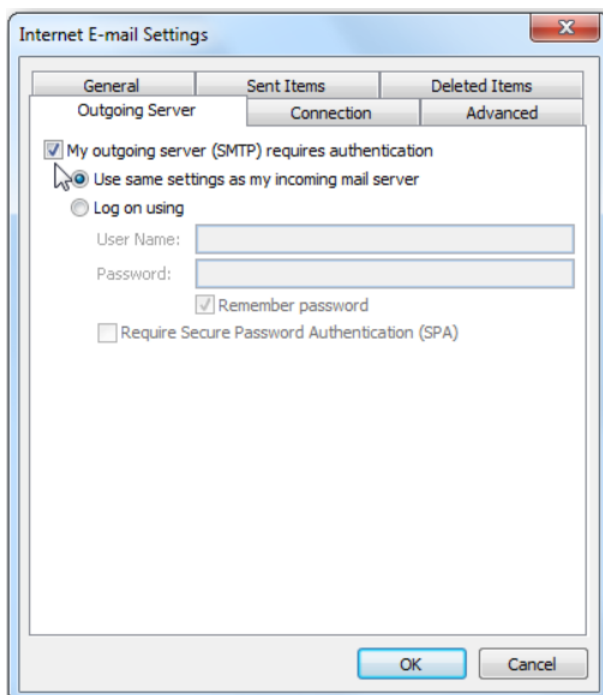
Nota: Pastikan isi maklumat penuh alamat e-mel (Contoh : xyz@ukm.edu.my) dalam ruang User Name dan Password.



7. Klik butang **More Settings...**



8. Klik tab **Outgoing Server**, tandakan pada kotak **My outgoing server (SMTP) requires authentication**. Pilih juga **Use same settings as my incoming mail server**.

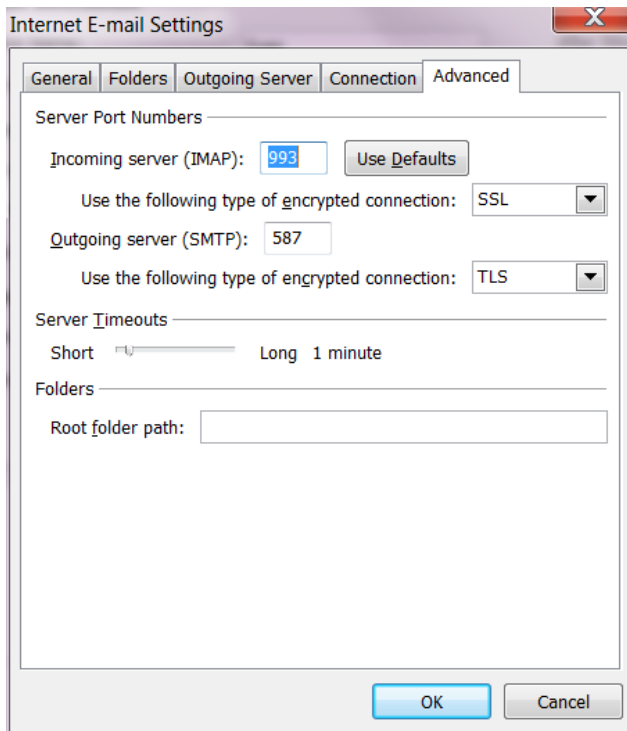


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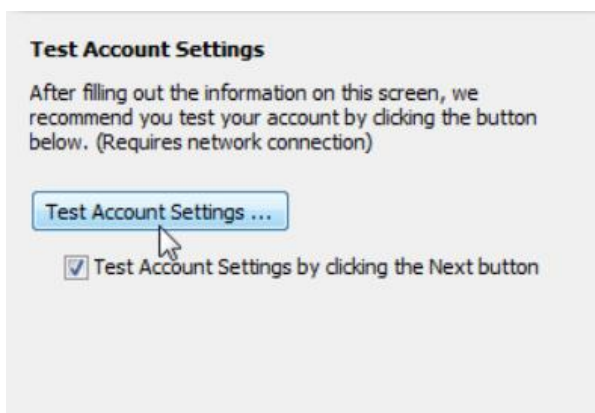
9. Dipaparan yang sama, klik tab Advanced isi maklumat seperti berikut:-

- Incoming server: 993
- Incoming server encrypted connection: SSL
- Outgoing server encrypted connection TLS
- Outgoing server: 587

Nota: Anda perlu tukar Outgoing server encrypted connection dahulu, jika tidak setting akan jadi default semula kepada port 25. Akhir sekali klik OK.

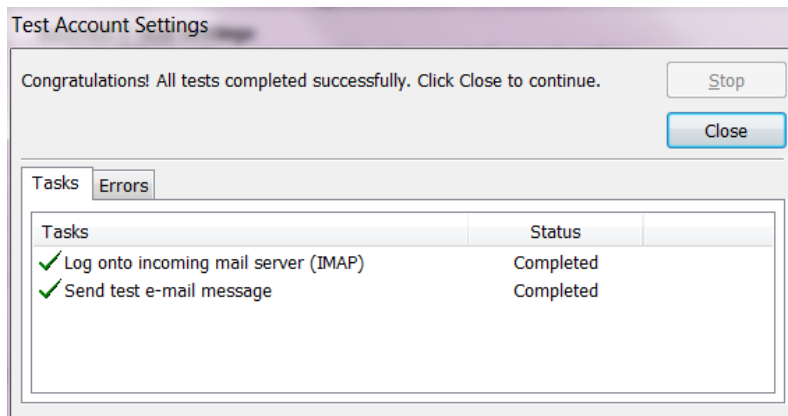


10. Anda perlu laksanakan pengujian terlebih dahulu untuk memastikan setting yang dimasukkan adalah betul. Untuk pengujian, tandakan V pada kotak *Test Account Settings by clicking the Next button*.

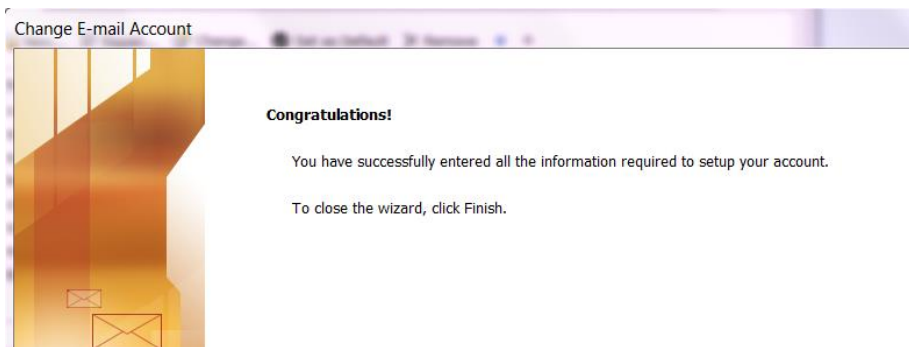


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11. Jika anda telah memasukkan setting dengan betul, kedua-dua tugas akan menunjukkan keputusan selesai sepenuhnya dan anda boleh tutup dengan klik butang **Close**.



12. Anda sudah boleh menggunakan akaun emel anda menggunakan Outlook 2010. Akhir sekali klik butang **Finish**.



Untuk setting di Microsoft Outlook 2007, sila rujuk disini (<http://www.howtogeek.com/howto/microsoft-office/use-gmail-imap-in-microsoft-outlook-2007/>)